SECRET

US 0720-69

15 December 1969

MEMORANDUM FOR: Director of Training

THROUGH   : Chief, Operations School

SUBJECT   : Course Report, CS Records II #3-70
                     1 - 5 December 1969

Student Body

25X1A
     1. Sixteen students attended the course, six of whom were from ████ Their grades ranged from GS-04 through GS-11 (average, GS-08) and their length of Agency service from under one year through sixteen years (average, four years).

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     2. ██████████████ audited the course at the request of ████████ DDP/RMO. (See Chief Instructor's Comments)

Course Conduct & Presentation

     3. There were no changes in the content or presentation of the course.

Speakers

25X1A
     4. With the exception of ████████ Central Reference Service, all speakers were our regular representatives.

Chief Instructor's Comments

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     5. ████████ is collecting material for a Name-Tracer's Guide, which ████████ wishes him to prepare. No such guide exists at present, although one was briefly available many years ago. A contribution of this kind should be a valuable addition to the CS
25X1A
Handbooks. ████████ was an active participant in the course, and has agreed to coordinate his work with us as it develops.

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6. This course was uneventful and, on the whole, quite satisfactory. ████████ DC/RID Index, provided valuable insights into his specialty. The ████ students were unexpectedly interested and involved. Two of them, ████████████████████ contributed novel information from their experience with overt machine records.

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7. Student critiques were favorable and covered both CS Records I and CS Records II. No substantive changes were suggested.

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Chief Instructor

Attachments
  A. Course Schedule
  B. Student Roster

Distribution
  Original - DTR
       1 - DDP/TRO
       2 - OS/ST